



Washington Soldiers Home & Colony
1301 Orting-Kapowsin Highway/PO Box 199
Orting, WA 98360
(360) 893-4521 ♦ FAX (360) 893-4502

WASHINGTON MANAGEMENT SERVICE EMPLOYMENT OPPORTUNITY

POSITION: DIETARY MANAGER

COMPENSATION: \$50,487 - \$61,703 (WMS Band 2) annually DOQ. The State of Washington offers a generous benefit package, which includes health, dental, and life insurance options, a deferred compensation plan, retirement, annual and sick leave entitlements.

LOCATON: Washington Soldiers Home & Colony, Orting, Washington

OPENING DATE: September 1, 2004 **CLOSING DATE:** Open Until Filled

AGENCY PROFILE

The Washington State Department of Veterans Affairs (WDVA) is a full-service state agency that assists veterans, their family members and survivors. The department is an advocate for veterans and their families and aggressively pursues all federal and state benefits and entitlements on their behalf. The agency operates State Veterans Homes in Orting, Retsil and Spokane providing high quality long-term nursing, assisted living, and domiciliary care for honorably discharged veterans and their spouses.

The Washington Soldiers Home and Colony in Orting sits on 188-acre campus nestled in the foothills of beautiful Mount Rainier just east of Puyallup.

OBJECTIVE

This position reports to the Assistant Superintendent of the Washington Soldiers Home and serves as the dietary manager of a 180-bed facility consisting of long-term care, assisted living, and domiciliary programs with 30+ employees and two meal sites. Responsible for meeting regulatory requirements, monitoring the quality of foods purchased and served, assuring that resident's individual nutritional needs are identified, nutritionally adequate menus are planned, and that planned menus are accurately served. Maintains dietary operating expenditures including personnel hours within developed budget. Develops and implements policies and procedures for the dietary department within input from

a multi-disciplinary team. Ensures dietary and nutritional program meets regulatory guidelines set by Medicaid, WAC and VA. Make recommendations for major dietary department equipment and system changes.

DESIRABLE QUALIFICATIONS

- ◆ Four years experience managing a large-scale food preparation facility with at least two years emphasis in therapeutic diets.
- ◆ Commitment to quality management principles with strong orientation towards working with dietary staff, multi-disciplinary teams and agency leadership in a team environment.
- ◆ Experience in management and supervision of staff including appropriate training and development, coaching, mentoring, corrective and disciplinary actions.
- ◆ Two years experience dealing with food supply and equipment vendors.
- ◆ Familiarity with Federal, State and VA rules and regulations pertaining to long-term care.
- ◆ Demonstrated ability to collaborate and achieve results through partnerships with others both inside and outside of the organization
- ◆ Ability to work collaboratively and effectively with others to develop strategies that will produce measurable improvements in support of the agency and division mission and goals.
- ◆ Experience in forecasting short and long-term budget requirements for personnel, equipment, supplies and other resources.
- ◆ A Bachelor's degree is highly desirable with professional certification a plus.

APPLICATION PROCESS

Interested applicants should submit:

1. A letter of interest (no more than two pages) with a description of your demonstrated ability to meet the desirable qualifications.
2. A resume listing names of employers, dates of employment, and education;

3. A minimum of four employment references with current telephone numbers: one supervisor, one subordinate, one peer, and one person outside your immediate work environment; and
4. The attached Applicant Profile Data Form. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

This recruitment announcement will remain open until filled. Initial screening will begin on **September 15, 2004. Your prompt response is encouraged.** The Washington State Department of Veterans Affairs reserves the right to offer the position to a qualified candidate at any time. Electronic applications in MS Word format are preferred, however, hard copies may be sent to:

**Washington State Department of Veterans Affairs
Human Resource Office
ATTN: Norma Urquhart
PO Box 199
Orting, WA 98360
Email: NormaU@DVA.WA.GOV**

The Washington State Department of Veterans Affairs is an equal opportunity employer and encourages diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, persons of disability, disabled veterans and Vietnam era veterans are encouraged to apply. Persons with a disability needing assistance in the application or testing process, or those needing this announcement in an alternate format, may call the Human Resource Office at (360) 893-4521 or the Washington State TDD Relay Service 1-800-833-6388.

**State of Washington
Department of Veterans Affairs
APPLICANT PROFILE DATA FORM**

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- | | | | | | |
|---|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black | <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> White |
| <input type="checkbox"/> Other Race (specify indicate race or culture): _____ | | | | | |

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

☐ Multi-Racial _____
(Affirmative Action Preference)

2. Are you: ☐ Male ☐ Female

3. Have you ever been on active duty in the U.S. Armed Services? ☐ Yes (if checked, see 3a and 3b) ☐ No

3a. Dates served: from: _____ to _____ 3b. Are you a disabled veteran? ☐ Yes (____ %) ☐ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ☐ Yes ☐ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ☐ Yes ☐ No

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.